

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE VILLAGE HALL ON TUESDAY 31ST JANUARY 2023

Present: Cllr. D James - Chairman DJ
 Cllr. M Cripsey MC
 Cllr. N Fairbank NF
 Cllr. S Gould SG
 Cllr P. Paragreen PP
 Cllr. D Rainforth DR
 Cllr. P Tong PT

Public: 2 Press: Police: 2 Ward Cllrs: Clerk: KD

	Discussion and agreement	Action
2023/01/01	To note apologies for absence	
	Apologies tendered by Cllr A. Brown.	
2023/01/02	Councillors to disclose their interests in matters to be discussed	
	Cllr. M Cripsey - None Cllr. N Fairbank - Allotments Cllr. S Gould - Cemetery Cllr. D James – Cemetery and a pecuniary interest in item 11b Cllr. P. Paragreen - Allotments Cllr. D Rainforth – Allotments and planning Cllr. P. Tong - Allotments	
2023/01/03	Members of the public are invited to address the council	
	The Chairman welcomed the attending police officers and everyone back to the first meeting of the year. Two members of the public were present and clarified their intentions for their two allotments. Plot 50 is to be for trees and wildlife and Plot 42a will remain as an allotment with the fruit trees removed and planted back in Plot 50.	
2023/01/04	To confirm the minutes of the meeting held on 24TH November 2022	
	The minutes of the meeting were confirmed and signed as a correct record. Proposed: DR Seconded: NF Outcome: Agreed	KD
2023/01/05	To receive the clerks report, Chairman’s report and councillors updates	
	<u>Clerks report on actions taken, issues and updates:</u> a. Daffodil bulbs were delivered and promptly received and planted by the gardener. b. A good job has been done by the Community payback team digging over a couple of vacant plots. c. The clerk met the flood warden for an insight of the teams work. The need for bolt croppers was identified and subsequently purchased. Mr Rimmer is extremely grateful and advised they are stored in the pump container. They have been added to the asset register/inventory of flood equipment. They cost £29.95 which was approved by Cllrs during December and added to the December payment schedule for	

	<p>January 2023:</p> <p>3.1.23 Humberside Police – Newsletter.</p> <p>5.1.23 ERYC – Road Closure, Pinfold Lane, Burstwick.</p> <p>17.1.23 ERYC – Chairman’s Award.</p> <p>17.1.23 ERYC – Town & Parish Council Review Panel – follow up survey.</p> <p>Decision: In response to the survey Cllrs did not think the planning consultation period and response time was long enough for parish councils, the parish has no contact from Ward Cllrs though they are invited to every meeting and there is definite room for improvement with communications with ERYC.</p> <p>Proposer: DR Seconder: PP</p> <p>Outcome: Agreed. Cllr DJ will respond to the survey.</p>	DJ
2023/01/07	To consider planning applications received and note planning decisions	
a.	APPROVED Application: 22/00831/CM by Newlay Concrete Products Ltd for the erection and operation of a ready mix concrete batching unit. NOTED.	
b.	APPROVED Application: 22/03225/PLF for 17 Pinfold Lane, Burstwick for the erection of a single storey extension to rear following demolition of existing conservatory. NOTED.	
2023/01/08	To discuss road safety in the village and receive any updates on action taken.	
	<p>Discussion: The Community Speed Watch team have not met recently but will resume in March when it is lighter. Dates, times and training will be confirmed and included in the newsletter. Cllr DJ will send police officers present, the data the team have collected so far and requested statistics from the last traffic survey if possible. Once information is collated the intention is to re-approach ERYC with road safety concerns within the village. Other issues discussed in brief were electric scooters and the Withernsea Bike Night which has little affect on Burstwick unlike some villages.</p>	DJ
2023/01/09	To receive resignation from Cllr N. Boynton with vacancy update.	
	<p>Discussion: Resignation received: 8/1/23.</p> <p>ERYC have been informed of the vacancy which will be duly advertised. However, as the vacancy has occurred within 6 months before the day on which the councillor whose office is vacant would regularly be retired, an election shall not be held and the vacancy will be filled at the next ordinary election of Councillors on 4th May 2023. BPC may however fill the vacancy by co-option, but the position will only be held until May.</p> <p>In light of forthcoming elections, any interested parties will be advised to apply at the next election. The election of a play area and communications committee member will be deferred until after May.</p>	
2023/01/10	To consider application to ERYC - The King’s Coronation Community Fund	
	<p>Discussion: For celebratory events for the Coronation of King Charles III, councils may submit an application in partnership with other groups, if the PC is the lead applicant. Maximum £500 can be applied for from 1st Feb via the ERYC Flexi-grant system.</p> <p>Decision: A working group has already been set up for a Coronation themed event. It was agreed to apply for £500 funding.</p> <p>Proposed: DR Seconded: SG</p>	KD

	Outcome: Agreed. The clerk will submit an application.	
2023/01/11	Staff matters:	
a.	<p>Discussion: <u>To confirm annual leave entitlement arrangements. Clarification of timescales was requested by the Clerk.</u></p> <p>Decision: It was agreed the first year of leave would be pro rata from the start date of employment to the end of that financial year. Leave entitlement will then be calculated from each April to the following March.</p> <p>Proposed: NF Seconded: PT Outcome: Agreed.</p>	KD
b.	<p>Discussion: <u>To review weekly prescription service and consider inclusion of the additional two hours to the Village Hall Clerks contract of employment</u> <i>Cllr DJ had declared a pecuniary interest in this item.</i></p> <p>The service is proving successful and helpful to residents as it approaches its first year. It is also incorporating a warm space and book swap facility for residents.</p> <p>Decision: The Chairman called a vote. It was agreed with one against, that the village hall clerks contract of employment be amended to include two extra hours per week. Total hours per week will now be 8.</p> <p>Proposed: Cllr NF Seconded: Cllr PT Outcome: The clerk will notify the village hall clerk and amend staff records.</p>	KD
2023/01 /12	Allotment matters and to agree allotment fees for 2024-25	
a.	<p>Discussion: <u>Allotment markers</u> The numbered discs need to be purchased, fitted to the marker posts and installed.</p> <p>Decision: The clerk will order the discs. Once received, allotment committee members and the gardener will install a marker in each allotment.</p> <p>Proposed: PP Seconded: SG Outcome: Agreed</p>	KD
b.	<p>Discussion: <u>Allotment skip</u> Booked in for 26th to 31st January and well used. It was considered a worthwhile provision that should maybe considered on a bi-annual basis.</p> <p>Decision: The Clerk will organise collection of the skip.</p>	KD
c.	<p>Discussion: <u>Allotment fees for 2024-25</u> Existing fees: £11 for a starter plot £13 for a small allotment / parish garden £18 for a large allotment £50 deposit fee taken upon commencement of the tenancy</p>	

	<p>Decision: Fees to increase from April 2024: £12 for a starter plot £15 for a small allotment / parish garden £20 for a large allotment £50 deposit fee taken upon commencement of the tenancy</p> <p>Proposed: PP Seconded: PT Outcome: Agreed. The Clerk will inform all tenants of the increase to be implemented in April 2024.</p>	KD
2023/ 01/13	Cemetery Matters:	
a.	<p>Discussion: <u>To consider removal of excess soil by Cooks.</u> The grave diggers have removed their overspill but it has been suggested it is time to remove some off site.</p> <p>Decision: Defer this item until after a cemetery inspection / the new financial year.</p> <p>Proposed: DR Seconded: PT Outcome: Agreed</p>	KD
b.	<p>Discussion: <u>To discuss cemetery access upon closure of All Saints church</u> The final church service has been held and was very well attended. Cllr PP enquired about a picture in the church being retained and preserved for the village. Cllr DJ will forward caretaker details to Cllr PP.</p> <p>Decision: Access to the churchyard and cemetery will be available.</p>	DJ
c.	<p>Discussion: <u>To review cemetery fees for 2023 – 24.</u> The annual review of cemetery fees will be due soon.</p> <p>Decision: Fees for neighbouring parishes are to be obtained before prices are considered further. The Clerk will obtain these and circulate to the cemetery committee in the first instance.</p>	KD
d.	<p>Discussion: <u>To arrange a cemetery inspection with committee members and the clerk</u></p> <p>Decision: Defer until February / March.</p>	KD
2023/01/14	To review GDPR Policy	
	<p>Discussion: Existing policy circulated for approval. The clerk will set up a register to report any data breaches that are reported to the I.C.O within 72 hours of the breach. For transparency purposes the Clerk confirmed a minor breach involving HSBC and a former employee of the parish council. This was not reported to the I.C.O. but the bank was made aware of the situation immediately.</p> <p>The clerk advised in supporting papers: All councillors should use a BPC email address rather than their own. It is a continuous battle to chase up the return of GDPR consent forms. When taking photos or recording footage, a notice should be displayed at the venue to make people aware. Areas covered by CCTV requires such a notice anyway.</p>	

	<p>Decision: Policy dates to be amended and reference to laptop storage to be deleted. The Clerk will make the necessary updates and re-publish.</p> <p>Proposer: PP Seconder: DR</p> <p>Outcome: Agreed</p>	KD
2023/01/15	To review Grant Award Policy	
	<p>Discussion: Current policy circulated.</p> <p>Decision: Policy dates to be amended and budget provision for grants retained. The clerk will make the necessary updates and re-publish.</p> <p>Proposer: PP Seconder: PT</p> <p>Outcome: Agreed</p>	KD
2023/01/16	To consider purchase of Arnold Baker Local Council Administration 13th edition at £131.99 inc.	
	<p>Discussion: This edition is at a reduced price as it normally sells for £164.99 plus £7 postage/package fee. BPC holds the 8th edition and the clerk has the 10th.</p> <p>Decision: It was agreed to purchase the 13th edition to replace the 8th edition currently held. The book will be required for the Clerks CILCA studies.</p> <p>Proposer: DJ Seconder: PP</p> <p>Outcome: Agreed</p>	KD
2023/01/17	To Approve amended Emergency Plan	
	<p>Discussion: The clerk has carried a full review of the plan. All that remains to do is an inventory check of equipment stored in the village hall and a couple of replies awaited from personnel mentioned within the plan.</p> <p>Decision: Once finalised the clerk will issue a final copy to those that need an updated version after consultation with the Chairman. An exercise will be scheduled once the plan is finalised.</p> <p>Proposer: PP Seconder: NF</p> <p>Outcome: Agreed</p>	KD
2023/01/18	To approve payment schedule for December 2022, bank reconciliation and quarterly financial update and budget monitoring.	
	<p>Dec-22</p> <p><u>Payments to be approved for :</u> Expenditure</p>	

Ref:	Type	Payment	Charge	VAT	Total
119/22-23	dd	Business stream - allotment water	81.42		81.42
120/22-23	cc	Post Office - stamps	13.04		13.04
121/22-23	cc	Cartridge People - waste box	14.04	2.81	16.85
122/22-23	bp	Scribe subs - BPC	358.00	71.60	429.60
123/22-23	bp	Scribe Subs Village Hall	99.00	19.80	118.80
124/22-23	cc	Bolt croppers	24.96	4.99	29.95
125/22-23	bp	Village hall hire - Nov			10.00
126/22-23	bp	Messy Breakfast and V Hall xmas			100.00
127/22-23	bp	Allotment deposit return - 16b	50.00		50.00
128/22-23	so	Clerks Salary - K Dawson			
129/22-23	so	V.Hall Clerk Salary - A James			
130/22-23	so	Gardeners Salary - W Beadle			
		3 part time staff salaries	1,272.84		1,272.84
131/22-23	bp	HMRC - Dec	158.08		158.08
132/22-23	chg	Bank charges	8.00		8.00
	chg	Bank debit charge	0.26		0.26
133/22-23	dd	credit card (137.14 from Nov)			
	so	Glasik Kershaw - Payroll	40.00	8.00	48.00
					<u>2,336.84</u>
INCOME					
		Bmm Acc int	24.60		
		Transfer fee - Newby	50.00		
		Transfer fee Blanchard	50.00		
		Burial - Blanchard	170.00		
		Burial - Jackson	340.00		
			<u>634.60</u>		

Balance as per bank statement.			
31st December 2022			
NS&I Investment Account		16,769.01	
HSBC Business Money Manager Account		13,053.97	
HSBC Community Account (CA)		1,578.17	
Credit Card			
Total		31,401.15	
Plus unaccounted payments deposited cheques			
Less any unpresented cheques			
		0.00	0.00
Net balance		<u>31,401.15</u>	
Cash Book			
Opening balance 01/04/2022		34,101.97	
Receipts to date		32,097.90	
Less payments to date		-34,798.72	
Closing balance per cash book		<u>31,401.15</u>	

Discussion: It was noted that the Clerk is still in the transition period for moving over to Scribe.

Decision: Payment schedule and Bank Reconciliation approved.

Proposer: NF
 Seconder: DR

Outcome: Agreed

2023/01/19 To agree payments for January 2023.

Jan-23

Payments to be approved for : Jan-23

Ref:	Typ	Expenditure Payment	Charge	VAT	Total
134/22-23	chg	Bank Charges	8.00		8.00
135/22-23	bp	V Hall Hire	5.00		5.00

	136/22-23	so	Glasik Kershaw - Payroll	40.00	8.00	48.00	
	137/22-23	bp	HMRC	153.28		153.28	
	138/22-23	so	K Dawson BPC Clerk Salary				
	139/22-23	so	A James VH Clerk Salary				
	140/22-23	so	W Beadle salary				
			3 x part time staff salaries			1,253.52	
	141/22-23	bp	F.G Adamsons - mower service	304.45	60.90	365.35	
	142/22-23	bp	ERNLLCA training - GDPR	60.00	12.00	72.00	
	143/22-23	bp	Jupiter Web Solutions - Website	135.00		135.00	
	144/22-23	bp	DA & CA Buckton - flail mowing	92.00	18.40	110.40	
	145/22-23	dd	Credit Card payment	46.80		46.80	
			bolt croppers 124/22-23				
			Cartridges 121/22-23				
	146/22-23	cc	Postage	34.00		34.00	
				878.53	99.30	<u>977.83</u>	
			Income				
			Allotment deposit - Gibson	50.00			
			Allotment deposit - Jennings	50.00			
				<u>100.00</u>			
	Decision: Accounts for payments approved.						
	Proposer: DR Seconder: PP						
	Outcome: Agreed. Noted 145/22-23 was in December schedule.						
2023/01/20	Items for next month's agenda.						
	ER Community Governance review BPC standing Orders – amendment required Quote from Grassland for extra mowing costs Christmas tree bulbs and covers						KD
	Meeting closed at: 9.10pm						

The next meeting will be held on **Tuesday 28th February 2023 at 7.30pm in the Village Hall**